

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDS/OL/PS-2

1. TITLE OF REPORT (if a fill-in report include Form No.)

Significant OL Accomplishments

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

5

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annually

6. DISTRIBUTION (No. of components not
number of copies)

2

7. FORMAT (memorandum, form
computer print-out, etc)

Memorandum

8. ADP PROCESSING

YES

☒ NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Memos from D/L and DD/S

10. PREPARING COMPONENT (include lowest level
contributing information to report)

PS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)Each OL element prepares a significant accomplishment
report for the D/L. However, these are reports in
their own right as well as feeders.

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| Avg GRADE | HOURLY Avg RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|-----------|--------------------|---|---------------------|---|--------------------|---|-------------------|---|---------------|
| GS-14 | \$10 | | 80 | | \$800 | | 1 | | \$800 |
| GS-06 | \$ 3.75 | | 24 | | \$ 93.75 | | 1 | | \$ 93.75 |

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$893.75

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.The report provided the means whereby senior management - DDL, D/L, DD/S - can obtain
in summary form a description of Logistics support achievements and goals attained.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒

RETAIN AS IS

☐

OTHER (explain)

Reduced in Aug 1970 from a
semi-annual to an annual report

MAN-HOURS

DOLLARS

104

\$893.75

CHANGE

DISCONTINUE

16. DATE OF INVENTORY

5 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130137-2